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ANDAMAN AND NICOBAR ADMINISTRATION

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SECRETARIAT

NOTIFICATION

Port Blair, dated the 11th November, 2010

No. 364/2010/F.No.4-12/2009-PWD(PF).—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No. U-14/3/60-ANL dated 11th April, 1960 and in supersession all earlier Notifications on the subject matter, the Lieutenant Governor, Andaman & Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of **Daftry and Peon** of Andaman Public Works Department, Andaman and Nicobar Administration, namely:-

1. Short title and commencement:-

- (i) These Rules may be called the Andaman and Nicobar Administration (Group 'C' posts of Daftry and Peon in Andaman Public Works Department) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Application:-

These rules shall apply for recruitment to the posts specified in para 1 of the Schedules Annexed to these rules.

3. Number of posts, classification and scale of pay:-

The number of said posts, the classification and the scale of pay attached thereto shall be as specified in paras 2, 3 & 4 of the Schedules annexed to these rules.

4. Method of recruitment, age limit and qualification:-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the said Schedules.

5. Disqualifications:-

No persons—

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personal law, applicable to such persons and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules.

6. Powers to relax:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of opinion that it is necessary or expedient to do so, he may by order and for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

7. Savings:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belongs to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. Notwithstanding anything contained in these rules, every persons appointment as a Peon under these rules excepting those who are physically handicapped shall undergo training as Home Guard for a period of three years:

Provided that the Commandant General, Home Guards may having regard to the performance of and standard of training achieved by any person during the period of training reduce such period to two years for reasons to be accorded in writing.

Lt. Genl. (Retd.) Bhopinder Singh
Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor, A&N Islands.

Sd./-
(Molly Thankachan)
Assistant Secretary (PWD)

SCHEDULE - I
RECRUITMENT RULES FOR THE POST OF PEON IN
ANDAMAN PUBLIC WORKS DEPARTMENT

1.	Name of post	Peon
2.	No. of post	180 Nos. *2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted and Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	i) 18 to 33 years for Male ii) 18 to 38 years for Female Note I:- Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time. Note II:- The crucial date for determining the age limit shall be the closing date for receipt of names/applications from the Employment Exchange/candidates
8.	Educational and other qualifications required for the direct recruits	Essential:- Must have passed Secondary School Examination from a recognized School/Institution. Desirable:- (a) Training in basic and refresher courses in Home Guards and Civil Defence. (b) Knowledge of Hindi & English (c) Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable
13.	If a Departmental Promotion Committee exists, what is its composition?	Group 'C' DPC (for Confirmation) consisting of:- 1) Any Superintending Engineer - Chairman authorized by Chief Engineer, APWD 2) Executive Engineer (E&M, Planning), APWD, Port Blair - Member 3) Assistant Secretary (APWD) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule - I

Annexure to Schedule – I**JOB DESCRIPTION FOR THE POST OF PEON**

1. A Peon is, for general purpose, an attendant and will work as directed by the Officer/Office in which works;
2. Should come to office not later than 8.00 am;
3. As soon as he comes to office, he should open the doors and windows unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furnitures and keep the office rooms clean and tidy;
4. Should remove all waste papers etc. for disposal as directed by the officer or the Section Officer or the Branch concerned;
5. If he is attached to an officer:-
 - (i) he should keep the pencils sharpened, put other articles like pin-cushion, pen, scissors, eraser, clip, desk calendar etc. in their proper places;
 - (ii) he should keep the slips of paper within easy reach inside the rook for use of his officer;
6. Should not leave office without permission of the Section Officer under whom he works. If he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer concerned to leave early;
7. Before leaving office he should switch off all lights and close the doors and windows;
8. Should fill up the water jug, buckets etc. every morning and supply water to the officer or staff, whenever required;
9. Should know the description of stationery articles and various kinds of forms used in the office;
10. Should be very courteous and helpful towards members of the public visiting the office;
11. Should be polite and respectful towards all officers and staffs.
12. Should attend to any other office work as may be required of him.

If he entrusted with DAK duties

13. Should have a general idea about the arrangement for receipt of local and postal dak.
14. Should know the priority involved in the movement of papers marked 'Immediate' and 'Priority' and act accordingly;
15. Should know the location of—
 - (i) all important offices such as officers of Head of Departments Offices, Central Government Offices etc.;
 - (ii) residence of officers and carry dak to the offices/officials concerned whenever required.
16. Should know the working hours of local Post and Telegraph Offices and Banks, for attending to the business there, as and when required;
17. Should not disclose the contents of the dak sent through him to any concerned and deliver to the correct person;
18. Should not use the bicycle/motor cycle provided to him by the officer other than office work and should not undertake any repair without any approval of his superiors;
19. Must avoid personal work when he is sent out on official work;
20. To attend any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.

SCHEDULE - II
RECRUITMENT RULES FOR THE POST OF DAFTRY IN
ANDAMAN PUBLIC WORKS DEPARTMENT

1.	Name of post	Daftry
2.	No. of post	22 Nos. *2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted and Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18 to 33 years for Male 18 to 38 years for Female Note I:- Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time. Note II:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidate/name sponsored by the Employment Exchange, A & N Islands.
8.	Educational and other qualifications required for the direct recruits	Essential:- Must have passed Secondary School Examination from a recognized School/ Institution. Desirable:- (a) Training in basic and refresher courses in Home Guards and Civil Defence. (b) Knowledge of Hindi & English
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by transfer
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion/ deputation/ transfer to be made	By Transfer:- The Peon working in the Department with 10 years qualifying service in the grade.
13.	If a Departmental Promotion Committee exists, what is its composition?	Group 'C' DPC (for Confirmation) consisting of:- (i) Any Superintending Engineer - Chairman authorized by Chief Engineer, APWD (ii) Executive Engineer (E&M, Planning), APWD, Port Blair - Member (iii) Assistant Secretary (APWD) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule - II

Annexure to Schedule – II

JOB DESCRIPTION FOR THE POST OF DAFTRY

The following are the duties to be performed by a Daftry:-

1. To be responsible for proper maintenance of records in the Section/Office;
2. To trace out old files/records as may be required by any member or staff in the Section/Office;
3. To verify the record/publication once in six months and report to the Section/Office/Branch/Officers, if any files/publication are missing/out for a considerable period;
4. To stitch/mend files/records/voucher etc.;
5. To collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist;
6. To see that all tables records in the section present a neat and tidy appearance;
7. To ensure cleanliness in the Section/Office with the help of peons/safaiwala;
8. To keep proper account of the articles of furniture/electrical and electronic items available in the Section/Office and any item is removed by other section for any specific purpose, he should ensure that the same is received back in the Section/Office and kept at proper place;
9. To attend office half an hour earlier than the hours prescribed for the office (i.e.) at 8.00 am;
10. To attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and the Diarist to the Section/Office.
